We respectfully submit the May 2020 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli
Little River Band of Ottawa Indians
Departmental Monthly Reports
May, 2020
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Accounting
Steve Wheeler
Finance Division
Steven Wheeler, Chief Financial Officer

May, 2020 Department Report

I. Department Overview

a. Mission Statement: To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
b. 2020 Objectives: The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2020 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2020 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.

Objectives:

1. Completion of the 2019 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the timeframe identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been completed and work on the 2020 proposal is underway.
7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

**Property Management:**

*Goal: Complete the establishment of the Property Management function for the organization.*

**Objectives:**

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, create departmental asset books and distribute, and completing training for the organization.
2. Complete the set-up of a warehouse storage facility.
3. Create a catalog for internal use in property distribution of excess inventory.
4. Improve tracking and handling of property tax issues for all tribal owned properties.
5. Improve tracking and management of all tribally owned vehicles.
6. Implement a Construction in Progress system for all tribal and grant funded projects related to fixed assets.
7. Complete regular inventories of Program and Grant assets, including completing the inventory for the Public Safety department.

**Budgeting:**

*Goal: Improve the accuracy and usefulness of budget information.*

**Objective:**

1. Formulation and assembly of 2021 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

**Purchasing/Travel:**

*Goal: Improve efficiency of processes and reduce costs.*

**Objective:**

1. Finalize all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Implement and expand electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.
Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

II. Department Reporting Section

AUDIT
Audit field work for the 2019 audit took place May 11&12, and May 18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. The final audit report will be issued sometime in August and submitted to the Federal Clearinghouse before the due date of September 30.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. Projects; AKI 2 -2019-2020 homes, Gaming Commission Entryway, Public Safety Building. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of May.
   i. AKI 2 – 2019-20 Homes – Little Valley Home – No Payments
   ii. Gaming Commission Entryway – No Payments
   iii. Public Safety Building – Grand Traverse EC - No Payments

2. Cash Receipts: Daily cash receipts totaled for the month of May, were, $304,998.15 the General & Special Revenue Account had a total of (177) receipts.
3. NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.
4. Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,
5. Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the $5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2020.
8. Sending out some of the returned 1099MISC as corrected addresses come in.
9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.
10. Tribal Financial Statement Requirements: Due by the 8th of the month.
   i. Cash Deposits
   2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.

Other Meetings
May 18-22 – Audit Field Review Work - Accounting Dept.

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – Lead meetings, Director meetings, Whitehouse Teleconference, Homeland Security Region 7 Teleconference, State Emergency Operations Center Teleconference, TERT, Reimbursement Task force, Health Department, Applicant Briefing, HSIN

Trainings Held / Attended – ICS/EOC Interface

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit Prep
Duties and Accomplishments
1. Sent out June report notices to Program Administrators to let them know when they need to submit their grant report(s) to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.
2. Sent out notices to Program Administrators to let them know of grants that will be ending.
3. Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.
4. Reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses that was paid on the grants.
5. Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.
6. Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those fund numbers assigned and grant name so the revenue can be recorded for that grant.
7. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
8. Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.
9. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
10. Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.
11. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders and a copy placed in the grant program file.
12. Sent Ken LaHaye a notice reminding him that I need monthly Food Commodities invoice showing the cost of the food purchased for the month.
13. The Tribe received nine modifications for the following grant: 2020 BIA Self Governance added funding in the amount of $57,694; 2019-2022 Child Care Mandatory Funds added funding in the amount of $300; 2020 IHS Self Governance Compact added funding in the amount of $804; 2020 IHS Self Governance Compact added funding in the amount of $18,152; 2020 IHS Self Governance Compact added funding in the amount of $333,946; 2019 BIA Self Governance added funding in the amount of $2,694; 2020 IHS Self Governance Compact added funding in the amount of $75,778; 2019-2021 EPA Air Quality added funding in the amount of $12,133 and 2020 BIA Self Governance Compact CARES Act added funding in the amount of $1,250,319. Documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

Grant Program Booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set these programs up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolution was received it was scanned and placed in the electronic folder and original was placed in the Grant Program Booklet. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant Information. Grant Program Booklets were created for the person who will be administering the grant and all program federal & narrative reports that are due for the life of the grant were scheduled on the calendar for completion by the Program Administrator and myself.

15. Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of May.
16. Worked with the Grant Program Administrators on any questions they have related to the grant they are overseeing.
17. Completed entering the grant deferred revenue/receivables/tribal support revenue and other revenue so that I could enter those figures on my 2019 SEFA schedule for the Auditors.
18. Worked with the Auditors electronically getting them additional information that they requested.

Meetings Held/Attended
Participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards through email. Reviewed a lot of correspondences that were received on possible new grant awards for the COVID-19.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task
Hoping to have time to work on the re-creation of my grant electronic files/report documents/all files created that were lost by IT that can’t be retrieved. At this point I don’t know the extent of what was lost until I pull each grant file and begin the review of the documents I have hard copies of. Also have to create reports that I had done during that time period.
PAYROLL

Duties and Accomplishments –
1. Processed 245 payroll vouchers/checks.
2. Verified 12 PAF’s this month which included new 1 employee(s), and 0 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 5/8 and 5/22.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –
5/26 – Meeting to discuss the processing of the May Relief payment to the membership.

Trainings Held / Attended –
None

Other Tasks / Activities Performed –
1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in May as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer’s Monthly Deposit of Income Tax Withheld for local tax withheld in May as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of May.
8. Addressing payroll concerns and/or corrections as necessary.

Ongoing Projects / Tasks –
1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating quick reference guide for payroll processing as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –
1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker’s Comp codes to include amount paid by the Tribe on pay statements.
4. Processing of May Relief payment to the membership.
5. Processing of 2nd quarter reporting.
ACCOUNTS PAYABLE

1. Enter and match invoices with purchase orders and receiving reports.
2. Keyed in all information in to the system for processing and printing checks.
3. Verify the budgets and have the check request signed for approval.
4. Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.
5. After checks are printed put them with the right documentation and have them signed by Council.
6. Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.
8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.
9. Provide receipts as necessary for rent, utilities and all other payments.
10. Scan in all Housing and Utility payments to the right departments.
11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.
12. Provide management with Accounts Payable information as requested.
14. Do liquidations and voids as needed.
15. Scan all payments to appropriate vendor folder
16. File original payments by check date in filing cabinets.
17. Pick up mail and sort through it to give to right person in the Accounting department.

Meetings Held / Attended -

Special Tasks / Activities Performed –

1. Worked on binding monthly financial reports.
2. Worked on payroll garnishments every other week.
3. Pay Pharmacy Invoices every Monday and give report to Brandy.
4. Contact vendors/departments with discrepancies on invoices.
5. Continue to do voids, liquidations and address changes.

Upcoming Projects / Tasks

1. Process checks for per cap witholdings, per court ordered. Send out garnishee disclosures.
PURCHASING / TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Assist with invoice discrepancies
2. Assist with credit card discrepancies
3. Reconcile and edit travel closeouts
4. Maintain and track contract files and log
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts
11. Obtain bids and quotes
12. Enter line item cancellations
13. Data entry of W-9’s into accounting system
14. Maintain vendor system in finance software
15. Post mail and create shipping labels
16. Distribute incoming and outgoing mail
17. Process incoming invoices and log incoming checks
18. Maintain certified, bulk, and fed-ex records
19. Manage and order mail supplies
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders
21. Issue out of compliance memo’s
22. Process bulk mail requests
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
UPCOMING PROJECTS / TASKS –

PURCHASING SUPERVISOR

DUTIES AND ACCOMPLISHMENTS –

1. Oversee the Purchasing, Travel, and Mail activities on staff.
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe’s Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe’s current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
15. Verify budget availability.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe’s Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.
Special Tasks / Activities Performed – & Meetings Held / Attended

1. Covering for Purchasing/Mail Clerk
2. 

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

On Temporary Leave

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –
GSA billing
Mileage of department’s vehicles
Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

1) Completed all budget modifications.
2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
3) Submitted FY2019 Indirect Cost Proposal.
4) Worked on entering FY2020 Operating Budget into MIP
5) Began work on FY2020 Indirect Cost Proposal.
6) Began work on FY2020 Budget Reforecast

Meetings Held / Attended –
None

Trainings Held / Attended –
None

1) **Special Tasks / Activities Performed** –

**Upcoming Projects / Tasks** –

1) Complete all budget modifications and supplemental appropriations.
2) Assemble and distribute monthly R&E reports and General Ledger statements.
3) Completion/Submission of FY2020 Indirect Cost Proposal.
4) Disseminate FY2019 Budget R&E’s
5) Work on submission of FY2020 Budget Reforecast.

**Expenditures Update**

Total year to date expenditures for the Finance Division for May, 2020, are $512,000, compared to an annual budget of $1,376,657. Total expenses for the Finance Division for year to date May, 2020, represent 37% of the total annual budget.
Education
Yvonne Parsons
I. Department Overview

- Yvonne Parsons, Education Programs Coordinator
- Santana Aker, Education Youth Assistant – temporary leave
- Debra Davis, Education Department Office Assistant- temporary leave

II. Department reporting section

- LRBOI Student Services: 1 student received $1000 for 12th grade computer program. 1 student received $250 for driver's training. 374 check requests were submitted to Accounting over several weeks in May, with Laura completing all of them by the end of the month. The plan was to have all students receive the funds by the beginning of July, with the expectation that with just one person in this department, and just one person running checks, it would take much longer than it did. That could not have happened without the Accounting Department, and specifically Laura’s efforts. I want to mention it in my report because it was a really great effort on her part and greatly appreciated by this department!

- Higher Education Scholarship: 2 Higher Education Scholarships were processed for May. Total award was $3,954.50 providing assistance for 1 female, and 1 male student, both attending university

- College Book Stipend: 8 book stipends were processed in May, totaling $2900, providing assistance to 3 students attending 4-8 credits, and 4 attending 9+ credits. Summer book stipend applications began coming in toward the end of this month, but with some question about whether students will be able to attend classes due to closures. I expect more applications to be arriving in June, which usually arrive earlier.

Miscellaneous

In May I had nearly completed updated scholarship and book stipend applications, and will continue working on updating all of our applications and getting them updated online as well, but things are going more slowly as I am the only person in my department currently working.

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2020 fiscal year.
College Graduates 2012-2013 academic year (may not be a complete listing)

Terri Benson, Associate’s degree in Cosmetology, Century College
James Carey, Associate’s degree in Graphic Design, Muskegon Community College
Benjamin Compeau, Bachelor’s degree in Hospitality and Tourism Mgt, Grand Valley State University
Chelsea Densmore, dual Associate’s degrees in Corrections and Law Enforcement, Jackson Community College
Jennifer DeVerney, Bachelor’s degree in General Business, Concordia University
Stormie Jacobs Frees, Associate’s degree in Native Studies, Saginaw Chippewa Tribal College
Joanne Green, Associate’s degree in Business Management, West Shore Community College
Alexis Kitter, Associate’s degree in Liberal Arts, Saginaw Chippewa Tribal College
Sandra McCaslin, Associate’s degree in General Studies, Northwestern Michigan College
Lisa McClees, Bachelor’s degree in Communications, Eastern Michigan University
Amanda McQueen, Bachelor’s degree in Liberal Science, Grand Valley State University
Aaron Medacco, Bachelor’s degree in Computer Science, University of Michigan, Ann Arbor
Alicia Mejia-Ortiz, Associate’s degree in Early Childhood Education, Muskegon Community College
Melissa Morton, Bachelor’s degree in Hotel Administration, University of Nevada, Las Vegas
Seneca Peters, Bachelor’s degree in Communications, Arizona State University
Laura Ricker, Bachelor’s degree in History, Montana State University, Bozeman
Courtney Ridolph, Bachelor’s degree in Clinical Lab Sciences, Northern Michigan University
Jessica Roney, Bachelor’s degree in History, Central Michigan University
Crystal Schmalz, Master’s degree of Divinity, Urshan University
Cassandra Schnicke, Associate’s degree in Medical Administration, Montcalm Community College
Salli Wabsis, Bachelor’s degree in Business Administration, Ferris State University
Donnie Wilkerson, Bachelor’s degree in Business Administration, University of Michigan, Ann Arbor
Timothy Willard, CDL Certificate and License, Muskegon Community College

High School Seniors 2013
Cheyenne Bell, Traverse City Central High School, Traverse City, Michigan
Sadie Bickley, Antioch Christian School, Arnold, Maryland
Zachary Brothers, Mona Shores High School, Muskegon, Michigan
Ariel Burton, Ludington High School, Ludington, Michigan
Dace Campbell, Comstock Park School District home-schooled, Comstock Park, Michigan
Chester Cole, North Port High School, North Port, Florida
Hope DeVerney, Katy High School, Katy, Texas
Rodney Fox, Portland Community Alternative Education, Portland, Michigan
Lee Frelick, Fitzgerald Public Schools, Warren, Michigan
Kyra Gladden, Mitchel Community College early college, Statesville, North Carolina
Zachary Gladden, Lake Norman High School, Mooresville, North Carolina
Jordan Gower, Edison Max Day, Hazel Park District, Ferndale, Michigan
Nicholas Kausak, Mid Peninsula Schools, Perkins, Michigan
Kelsey Keebler, Columbia High School, West Columbia, Texas
Devin Kelsey, Coopersville High School, Coopersville, Michigan
Jared Knapp, Manistee High School, Manistee, Michigan
Enrollment
Jessica Wissner
ENROLLMENT DEPARTMENT REPORT

May Monthly Report - 2020

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, Bereavement Benefit, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID’s, PerCap information, direct deposits, check cancellations and performing any other duties that make the department run smoothly.

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the departments have.

To continue to update the PerCap database.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB’s
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 0 Applications forms for people seeking membership
- Sent out: 27 Address change forms
- Created 1 New and Replacement ID’s from 05/01/2020 through 05/31/2020
- 99 Addresses changed from 05/01/2020 through 05/31/2020
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
• Reinstatement Notice: 0
• Final Relinquishment: 0
• Notice of Blood Quantum Determination: 0
• Notice of Blood Quantum Breakdown change: 0
• Denial of Blood Quantum Increase: 0
• Denial letter: 0
• 0 Applications received since 05/01/2020
• List request of Membership: 0
• Label request of Membership: 0
• Tribal Members Label/List/Statistical request: 0
• Statistical requests: 0

• Department Verifications:
  1. Prosecutor 41

• Ordering/Correspondence
• Enrollment Verifications to other tribes
• Certifications of Blood Degrees
• Certification for Spouses and Descendants for Tribal Preference
• 4 Members passed away for the Bereavement Benefit
• Sent out 3 Tribal Flags
• Sent out PerCap Earnings reports
• Updated Citizen Validation folder
• 2 Tuition Waiver Verifications
• 143 Phone calls logged
• Eagle Feather Permit Verifications
• Requests for copy of Digital Copies

Meetings

• Director’s meeting (phone conference) – May 4th, 12th, 18th, 26th & 28th

Enrollment Statistics

• Total Membership: 4,146
• Total number of Elders: 1,414
• Total number of Adults (18-54): 2,391
• Total number of Minors (0-17): 341
• Total Tribal Members living in:
  o 9 County Area: 1,708
  o Outside 9 County Area: 2,362
  o Michigan: 2,702
  o Outside Michigan: 1,368
  o Undeliverable Addresses: 76
Family Services
Jason Cross
Family Services Department  
May 2020 Departmental Report

I. Department Overview:
To provide an accessible, effective and diversified Social Services Program that will enhance and maximize individual tribal member’s capabilities for greater self-sufficiency and wellbeing. In addition, it is our focus to maintain the preservation and reunification of Indian families by providing direct service, referral and case management of services for Indian children and families in compliance with the Indian Child Welfare Act.

II. Department reporting section:
Information and Referral Contacts:
Intakes:
These contacts represent that a formal initial intake was completed and the case was processed as information and/or referral. It was determined during the case review the information and referral process met the stated needs of the client.

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<tr>
<th>City</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manistee</td>
<td>0</td>
</tr>
<tr>
<td>Muskegon</td>
<td>2</td>
</tr>
<tr>
<td>Mason</td>
<td>0</td>
</tr>
<tr>
<td>Lake</td>
<td>0</td>
</tr>
<tr>
<td>Wexford</td>
<td>0</td>
</tr>
<tr>
<td>Kent</td>
<td>0</td>
</tr>
<tr>
<td>Ottawa</td>
<td>0</td>
</tr>
<tr>
<td>Oceana</td>
<td>0</td>
</tr>
<tr>
<td>Newaygo</td>
<td>0</td>
</tr>
<tr>
<td>Out Of Area</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

Open Cases............40
Total number of Tribal members served in open cases: 42
Total number of descendants served in open cases: 11
Total number of individuals served in open cases: 84

Cases Management:
These cases represent all open cases within the Family Services Department including Indian Child Welfare Cases, Child Protective Services, Elders Services, Adult Services including, Domestic Violence and/or Juvenile Justice. These cases are maintained by a required monthly face to face contact, contact and coordination with service providers and/or agency advocacy within the nine county service areas.
Shanaviah Canales (Muskegon & Manistee)
Advocacy/Case Management
- Current: Open Cases (2); New Intake(s) (1); Cases closed (1)
  - Provided: advocacy, legal assistance, transitional housing, counseling referral, and judicial advocacy.
- Had (15) client phone meetings; (0) transports
- US Attorney conference call on a case (2)

Collaboration/Program Meetings
- 5/7 – UTFAV MI Tribal Advocate weekly meeting (Zoom)
- 5/11 – LRBOI Tribal Council agenda review (by phone)
- 5/12 – meet w/Manistee Prosecutor Jon Hauswirth (Zoom)
- 5/14 – UTFAV MI Tribal Advocate weekly meeting (Zoom)
- 5/21 – UTFAV MI Tribal Advocate weekly meeting (Zoom)
- 5/26 – Manistee DVSART collaboration meeting (Zoom)
- 5/27 – Muskegon CAC board meeting (Zoom)

Travel & Training
- 5/4 – Pt1: Culturally-Response Trauma Informed Practices During COVID (webinar)
- 5/8 – MI Executive Order 2020-63 Extension on PPO (webinar)
- 5/8 – Remote Home Visitations Supporting Clients IPV during Time of COVID (webinar)
- 5/12 – Tribal Focused DV & Firearms (webinar)
- 5/14 – Pt2: Advancing Collaboration During COVID Protect Children & Families (webinar)
- 5/20 – Unsheltered: COVID Guns & DV (webinar)

Outreach/Education
- N/A

Grants
- 5/5 – MIVAC VOCA/MMIW meeting (Zoom)
- 5/21 – OVW Office Hours for Grant Reporting Challenges (webinar)

Staff Meetings
- May 4th, 11th, 18th and the 26th
- 5/21 – Case Review w/Amber (video)
- 5/22 – Case Review w/Michol (video)

Brandy Jacobs (Muskegon Victim Advocate)
Advocacy/Case Management
- Current: Open Cases: (0); New Intake(s) (0); Cases closed (0)

Collaboration Efforts (Zoom/Go to meetings)
- 5/5 – Oceana Co. Interagency meeting (weekly)
- 5/5 - Muskegon Case Managers Meeting
- 5/7 – UTFAV Tribal Advocate meeting (weekly)
• 5/12 – Oceana Co. Interagency meeting (weekly)
• 5/14 – UTFAV Tribal Advocate meeting (weekly)
• 5/14 – Muskegon Case Managers meeting (weekly)
• 5/15 – Safe Seniors/Muskegon Co.
• 5/19 – WISE (Katie Cox) meeting
• 5/19 - Oceana Co. Interagency meeting (weekly)
• 5/19 – Ottawa Co. LAADSV meeting
• 5/27 - Muskegon Co. Human Trafficking committee
• 5/27 – Muskegon DV/SA Task Force meeting
• 5/28 - Kent County DVCCRT meeting

Training Webinars
• 5/5 – Child Abuse Training; investigating the incident PAAM
• 5/6 – DV & Fire Arms pt1 (UTFAV)
• 5/6 – Understanding & Using DocuSafe Documentation
• 5/6 – Evidence Collection App (NNEDV)
• 5/12 – DV & Fire Arms pt2 (UTFAV)
• 5/14 – Jury Selection in Child Abuse Cases (PACC)
• 5/14 – Amber Alert Best Practices (NCJTC)
• 5/14 – Understanding the Impact of Executive Order Extending PPO & DHHS (MiVAN)
• 5/18 – COVID-19 & Child Welfare Cases (ABA)
• 5/19 – Tools for Advocates Responding to COVID-19 & DV (BWJP)
• 5/20 – Preschool interviewing – Forensic Interviewing (PAAM)
• 5/26 – Crimes Against Women Podcast
• 5/26 – DocuSign (5) training webinars
• 5/28 – Transforming Care in Tribal Communities for SA Survivors (NIWRC)
• 5/29 – Disaster Planning & Preparedness & Why Women Stay (NIWRC)

VSP Virtual Staff Meetings
• May 4th, 11th, 18th and the 26th

Outreach/Education
• N/A

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management
• Current: New Intake(s) (0); Cases closed (0)
• Had (0) client face to face meetings
• Had (1) home visits (to remotely drop off client resources- no face to face)
• Had (18) telephone contacts

VSP Virtual Staff Meetings
• My 4th, 11th, 18th, and 26th

Case Reviews
• 5/22 - (LRBOI-2020-87 & LRBOI-2020-95)

Virtual Collaboration Efforts / Meetings
• 5/5 - HSCB MS TEAM Meeting
• 5/6 - Phone meeting with Cecilia
• 5/7 - UTFAV Advocate Meeting
• 5/13 - MS TEAM meeting with Shanaviah
• 5/14 - UTFAV Advocate Meeting
• 5/21 - UTFAV Advocate Meeting  
• 5/26 - MDVSART ZOOM Meeting

Training/Webinars
• 5/5 - Missing and Murdered Native Women and Girls - National Day of Action  
• 5/8 - PPO Executive Order Webinar  
• 5/8 - Remote Home Visitation: Supporting Clients Experiencing IPV During COVID-19  
• 5/11 - Understanding the Basics of & Cultural Concerns Regarding Firearms in DV Cases  
• 5/11 - Understanding & Using the “DocuSAFE” Doc. & Evidence Collection App  
• 5/12 - Community-Led Solutions to Firearms Violence in Domestic Violence Cases  
• 5/20 - Unsheltered at Home: COVID-19, Guns, and Domestic Violence  
• 5/27 - Two tutorials on using DocuSign

Outreach/Education
• Facebook and Instagram awareness on MMIW and other issues.  
• Coordinated outreach materials to be given out at the Manistee food drive on 6/2/20.

Other
• Made updates to website and social media regarding our operations during COVID-19.  
• Monitored social media for any incoming communication (0).  
• Misc. file and client case updates and monthly reports, etc.

Amber Shepard (Manistee Victim Advocate)
Advocacy/Case Management
• Current (2), New Intake(s) (1); Cases closed (1)  
• Had (1) client face to face meetings  
• Had (20) telephone contacts  
• Had (0) rides provided

VSP Virtual Staff Meetings
• My 4th, 11th, 18th, and 26th  
• 5/21 - Case review with Shanaviah

Collaboration Meetings all by Zoom
• 5/5 - HSCB Meeting  
• 5/14 - UTFAV Tribal Advocate weekly meeting  
• 5/21 - UTFAV Tribal Advocate weekly meeting  
• 5/26 – MDVSART meeting  
• 5/28 – UTFAV Tribal Advocate weekly meeting

Training Webinars
• 5/7 - Issues Affecting Native American Communities During COVID-19 Crisis (ABA)  
• 5/8 - Discussion of EO Extension of PPO’s (MDHHS)  
• 5/11 - CATS Lounge & Learn Self Care  
• 5/11 - Understanding and Using DocuSafe (NNEDV)  
• 5/13 - The Science of Happiness, Health and Well-being during COVID-19 (NIHCM)  
• 5/15 - Food Insecurity and Growing Concerns during COVID-19 (NIHCM)  
• 5/18 - Growing Challenges of Sub. Use, Treatment & Recovery during COVID-19 (NIHCM)  
• 5/26 - Using Virtual Meeting Software for Interviews with Victims (EVAW)  
• 5/26 – Darkness to Light Training “Protecting Children During a Crisis”
## Next Generation Learning Center-May 2020
Times of Care: Monday-Friday 5:30a-9:00p

### Enrollment Statistics:

<table>
<thead>
<tr>
<th>Classroom</th>
<th>No. Children Enrolled</th>
<th>Full Time Status 30+ hours</th>
<th>Part Time Status</th>
<th>Tribal Affiliation</th>
<th>Government Employee</th>
<th>Casino Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infant Classroom</strong> 0-2 years old</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td><strong>Toddler Classroom</strong> 2-3 years old</td>
<td>14</td>
<td>8</td>
<td>6</td>
<td>6</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Preschool Poplar-Head Start</strong></td>
<td>17</td>
<td>17</td>
<td>0</td>
<td>8</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td><strong>Preschool Cedar-Tuition and Head Start</strong></td>
<td>24</td>
<td>12</td>
<td>12</td>
<td>4</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>Preschool Maple-GSRP</strong></td>
<td>14</td>
<td>14</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>School Age 5-12 years</strong></td>
<td>43</td>
<td>0 School in session</td>
<td>43</td>
<td>7</td>
<td>6</td>
<td>3</td>
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<tr>
<td><strong>Totals</strong></td>
<td>119</td>
<td>56</td>
<td>63</td>
<td>29</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td><strong>Percentages</strong></td>
<td></td>
<td>47%</td>
<td>53%</td>
<td>24%</td>
<td>17%</td>
<td>21%</td>
</tr>
</tbody>
</table>

### Age of Child/Classroom

<table>
<thead>
<tr>
<th>Age of Child/Classroom</th>
<th>No. of Children</th>
<th>Tribal Affiliation</th>
<th>LBROI Gov or Casino Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pregnancy</td>
<td>9</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Infant</td>
<td>19</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Toddler</td>
<td>14</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Preschool (3 yrs)</td>
<td>7</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Preschool (4yrs)</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>School Age</td>
<td>0</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>54</strong></td>
<td><strong>2</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*Children that have affiliation with LRBOI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time.

### Current NA/NI, Local, and State Collaborations:
- NGLC was chosen out of 124 applications to be part of a 24 person committee group to reorganize and edit the state wide system that determines quality for early childhood care and learning. This is run by the Michigan Dept. of Education.
- **Update:** NGLC received the grant award. NGLC successfully submitted the Child Care Development and Care grant for the 2020-2023 cycle years. This was done through Region V Child and Families DHHS and National Center for Tribal Childhood Development. Our submission was credited as the application with the
least amount of corrections; the agency asked permission to use our grant submission application as a model for other agencies.

- **Update:** Lisa Brewer-Walraven, Director of Child Development and Care from the Office of Great Start and Michigan Department of Education has included NGLC in their Tribal Coordination, Child Care Business, and Infant/Toddler Care stakeholder groups. This work will continue into the year 2020. *Holly will be helping to facilitate the group questionnaires within Mason county and Tribal communities during the months of April 2020.*

- NGLC continues to work with the Inter-Tribal Council of Michigan on a consistent basis to implement the Head Start Preschool program, and the 13 Moons Indigenous food curriculum.

- NGLC collaborates with the Wexford/Missaukee/Manistee ISD to implement the Great Start Readiness Program for 16 children that will enter kindergarten in the fall of 2020.

- NGLC was chosen by the Manistee ISD to attend a statewide training held once a month in Grayling that focuses on children with Autism. The training “Statewide Autism Research and Training” is accredited by Grand Valley State University and once we complete the training we will be accredited as a highly qualified environment to work with children that have behavior and autism needs—which is a trend that is increasing by the year. At this time our Lead Infant teacher, Lead Preschool teacher, and Administrator attend.

- Manistee MiWorks is within the building twice per week, on Mondays and Fridays.

  - **Update:** *Class has been completed.* Frey Foundation and Manistee Community Foundation have funded NGLC Administrator to attend the Leadership Learning Labs that occur once a month until January 2020.

- West Shore Community College-a National Accredited Early Childhood Program for students continues to send students to NGLC for observations and student teaching.

- Early ON of Manistee County will begin their playgroups at the center on a monthly basis for children with disabilities.

- NGLC will be seeking information to apply to a grant that focuses on Farm to Table food in the state of Michigan. This will offset our large monthly food cost if awarded the grant. At this time we purchase more than 50% of our produce/food from the state of Michigan.

- NGLC will be collaborating with Great Start to Quality to offer a summer playgroup on a weekly basis to children within the county.

- NGLC will have a table at the Manistee County Health Fair at MCC High School to offer information about our preschool program and philosophy.

**LRBOI Collaborations (Sub Committees)**

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

**Center Happenings:**

- Holly, Jason and Tammy continue to work on the Delinquent Payment Process for NGLC—there is a process in place. The notifications were sent out in November. Second notices were sent in December if no response happened after first notification. A meeting with unified legal is scheduled in January for next steps. The first court summons for delinquent accounts have been sent out via unified legal.

- Ashley and Holly are working on new processes and procedures for the family handbook for the center. There will be changes in payment process, due dates, ratio, and pandemic procedures.

- Holly continues to work with community agencies to solidify an opening plan for NGLC

**Closures:**

- COVID closure March 16, 2020 and remains in effect until further notice.

**Upcoming Events:**

- n/a

Due to the COVID closure, all NGLC teachers are participating in virtual learning. A private facebook page has been established (only for NGLC families) to join with activities and resources for families during the closure. The teachers submit weekly lesson plans for children to complete at home.
Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, Intake/Casemanager; Julie Ramsey, Prevention Worker; and James Gibson “JD”, contractual Traditional Healer.

LRBOI shut down/stay home stay safe continues because of the Covid 19 virus and Michigan was also on stay at home orders. Angela and Dottie are still working with clients. The Traditional Healer did not have sessions this month.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie will be assisting with some clients as needed and are using the bluejean application from Dr. Hawley. With the working from home this month no RPMS system numbers are available. As of the shut down, Dottie had 31 clients (includes 3 Recovery Support) and 1 other in inpatient treatment (not in count). Angela has 30 clients at this time. Angela had 50 sessions this month, completed one assessment, and 4 hours of telepsychiatry. Dottie had 24 sessions, 6 crisis calls, and 38 follow up calls. Since the shut down that started on March 17, 2020, Angela and Dottie are continuing to talk with clients by phone or texting, along with continuing webinars for continuing education. Dottie was also on conference calls with Indian Health Services Bemidji Behavioral Health (monthly now), the Behavioral Health Communication Network/Inter-Tribal Council of Michigan (monthly now), and with the State of Michigan and Suicide Prevention Coalitions biweekly calls. She was also on the Safety Team Meeting/Call on May 6, 2020. Staff continued to keep updated on the developments for the virus.
Court
Isabella County – 1

Identified unmet needs:
1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW
Director of Family Services
Food Distribution
Ken LaHaye
Food Distribution Program
May 2020 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:
Goals and objectives:
The goal of Food Distribution Department is to serve income based Tribal households living on and off the reservation. Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.
Certifying applications for Native American households, so they can participate in the program.
Packing and loading nutritional food for clients in a timely and respectful manner.
Delivering nutritional foods to clients who qualify for delivery.
Provide notifications of bonus items for our clients from the USDA.
Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.
Submit all reports in a timely manner to Ogema & Tribal Manager, USDA and State of Michigan Snap Program.
Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.
Work as a team to fully reach our goals and objectives for our program and clients.

2 Department Report Section:
Ken LaHaye submitted 152 inventory reports to USDA on warehouse.
Ken LaHaye submitted Snap checklist to State of Michigan.
Ken LaHaye submitted department report.
Ken and Melanie accepted in, verified, and stored incoming inventory.
Ken and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.
Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.
Ken LaHaye and Melanie filled food orders.
Ken LaHaye and Melanie waited on clients & loaded food in their vehicles.
Ken LaHaye ordered food for warehouse for January.
Ken and Melanie cleaned office.
Ken LaHaye and Melanie conducted interviews with clients.
Ken LaHaye and Melanie certified clients.
Ken conducted deliveries on 5/8, 5/11, 5/12, 5/15, and 5/16.
We conducted 35 deliveries.
We received deliveries on 5/7, 5/11, and 5/14.
Food Distribution Office is still closed to the public until further notice.
3 Meetings
Ken had meetings with USDA 5/4 and 5/18.
Ken had directors meeting 5/11/26, and 5/28.
Ken had UDA Operations call 5/21.
4 Department Participation and Delivery Chart
This is the monthly participation chart for Food Distribution Program.
Grants
Lyle Dorr
Grants Department Monthly Report
March - May 2020
Lyle Dorr, Grant Writer

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Key:

➢ New report Item

∞ Updated item status from previous report(s)

∅ No update, but a continuation from previous report(s)

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COVID19 Focused Report

Grant Department:

∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

Aki Maadiziwin

➢ May – On May 15, HUD announced supplemental ICDBG-CARES funding. The application was due in two weeks. Working with Bill and Tara, I compiled and submitted an application on Monday June 1, to construct (4) 2-bedroom and (1) 3-bedroom homes at Aki Maadiziwin. The Covid19 link was to get members out of crowded housing and get them closer to Tribal resources such as the Clinic, Food Distribution and Elders’ meals.

The request was for $898,560. We will know by the end of June whether we will receive the funding.

Clinic:

∞ Submitted a 105 L application/proposal to IHS Bemidji valued at $528,000 in overhead cost recovery annually. They immediately responded and said that they received it and are in the process of reconciling the calculations (a 60-day process) so that there is no overlap of funding from the Federal Government. Hopefully, we are not disqualified for this funding based on the above description. Update 5/29/20: We submitted additional material and are still awaiting a final figure, we may hear back in June. We began this process in November of 2019. COVID19 stay at home orders has affected the processing of this request on the part of IHS.

∞ IHS Joint Venture Construction Project (JVCP): If we build or renovate medical facilities, IHS will enter into a 20 agreement to pay for the overhead and staffing. Depending on the scope of the project to do things in Manistee and Muskegon ranging in cost from ($4 - $10 million), the return over the 20 years will be ($40 - $60 million).

Update 5/29/20: We heard back in February that this project was denied as LRBOI had an outstanding, Indirect Cost, overpayment from IHS on our self-governance funding. This was being reconciled just prior to COVID19 crisis, but final notice from IHS on our revised calculation over a 3 year period has not been responded too by them. This can be followed up with by Accounting in June 2020.
Both March & April: Dr. Weyer has submitted a couple formula ITC of Michigan and Great Lakes Inter-Tribal Epidemiology (subaward grant work plans) to receive COVID19 Response funding of which he has accessed. We are expecting additional funds from these two sources as remaining funds will be dispersed in a formula fashion.

We are working with Steve Wheeler and Accounting staff to determine if there are formula funds of the $4.8M received so far that will be remaining that can be used for Clinic/Pharmacy purposes. If so, a plan will be put forth in June to expense some funding to Clinic use.

Court:

∅ No Active applications or projects

Family Services/ Be-Da-Bin:

∞ GLITEC data quality improvement project grant $25,000. In 2018 the Great Lakes Inter-Tribal Epidemiology Center (GLITEC) was awarded a Tribal Public Health Capacity Building & Quality Improvement Umbrella Cooperative Agreement from the Centers for Disease Control and Prevention (CDC).

Update 5/29/20: Though we were awarded $21,000 for our project and asked to submit for more funding, which came out to $36,000 total for related conversion projects, the COVID19 crisis has disrupted the start date of the project which was to begin by the end of March and finish by August 2020. We will using our existing SolidCircle Doc Mgt system to create electronic assessments. The assessments will be used to direct treatment. Hopefully the contract will be ratified in June for SolidCircle to begin work.

Food Distribution:

∞ Food Dist Construction Project Work Grp selected GTEC to design and manage the project. Steve Wheeler, Steve Parsons and Dale Magoon all assisted in some aspect of the selection process whether it was the Qualification Packet Review or actual lead candidate interviews. GTEC they will oversee the subcontracting process to get bids and to assure that Davis-Bacon wages are followed. We will have someone selected by the end of October.

Update 5/29/20: We held the initial design meeting, which will lead to initial drawing by mid-March.

COVID19 FSNP facilities application: We had two weeks to respond in early May to an opportunity to expand the Food Distribution Center from 100’ to 120’ in length. This would allow the Tribe to adequately store extra food for distribution in times like this crisis. We will hear if we received funding in June. Our application was for $248,000 and covered the cooler/freezers, fiber optic cable installation, the building extension and other items. Note: Four foundations that I applied to for funding of the extension (total $100,000), declined to support the project, so this opportunity was very timely.

COVID19 funding for the Nutrition Demo Kitchen: We applied for $15,000 in kitchen equipment in April to the UDA supplemental COVID19 funding. We will hear back in June on this as well.

Historic Preservation:

∅ No Active applications or projects

Maintenance:

∅ No Active applications or projects, though COVID19 funds could be used to help build part of a new
Maintenance building (Loading dock and emergency storage area about $150,000 value).

Natural Resources:

∞ Replace Brown Modular used by Tom (EPA Air Quality Monitor): The new monitoring room on the southwest corner of the Public Safety Garage is framed in. NR should have been able to be up and running by early April 2020, but the COVID19 crisis has delayed the opening of the facility.

Update 5/29/20: The facility is nearly complete, and should be up and running by July 2020. Natural Resources has been on temporary layoff until June, so the opening of this new facility and the return of staff should coincide well.

Public Safety:

∞ Update 5/29/20: New Car Garage for 2020: The garage is nearly complete despite the slowdown in construction due to COVID19. It appears that it will be ready for use by July, but the parking lot and paved entrance to the garage is be delayed at least until late August due to COVID19 interfering with contactors’ schedules.

Water/Waste/Renewable Energy:

φ Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.

Update 5/29/20: There are COVID19 funds available to Utilities to evaluate and purchase remote pump station monitoring equipment. If LRBOI formula funds are available, we will use them, so as not to return funds to the Feds. If not, other COVID19 related grant funds are available.

Special Projects:

∞ Continue on the Brandy & TERT committee:

Update 5/29/20: This year’s Annual Tribal Training week at the CDP was canceled due to CoVid 19 by both the CDP and LRBOI’s own travel ban initiated 3/12/20.


Help with receiving and distribution of COVID19 supplies from IHS i.e., masks, hand sanitizer, cleaning supplies.

➢ Grant/COVID related webinars and meetings: like everyone else who has remained on staff during the COVID19 crisis, I have been on dozens of calls and webinars trying to learn about, and sort out funding streams in response to the crisis. The sum total of funding submissions is between $2-3M.
Health
Daryl Weaver
Little River Band of Ottawa Indians
HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: 6/5/2020
Re: May 2020 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of May 2020. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Continual COVID19 Grant Funding applications: 2020
Operations service delivery numbers for the month of May are as follows provided in the aggregate:

**CLINIC OPERATIONS:**

265 patients scheduled
20 patients NO-SHOW to scheduled appointments
8 patients provided SAME DAY appointments for emergent matters**
81 cancelled appointments
172 patients attending CLINIC PHYSICIAN appointments**
22 patients PHONE TRIAGE**

316 Chart Reviews – notifications to providers requiring action by providers and staff**
22 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 514

- Diabetic patients: 92
- Flu Vaccines: 0
- Injections: 10
- Nursing Visits: 4 **
- On-site Labs: 172

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 960

DIRECT CALLS TO CLINIC OPERATIONS: 436
COMMUNITY HEALTH SERVICES/CHR’S/TRANSORTS: MAY 2020

TRANSORTS (INCLUDES CHR TRANSPORTS): 13

TRAVEL HOURS: 64
SERVICE HOURS: 17
NUMBER SERVED: 13

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 39 hours

COMMUNITY VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

HOME VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

GOVT BUILDING VISITS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

PHONE CALLS: 0
CALLS – UNABLE TO CONTACT: 0
HOME VISITS SCHEDULED: 0
HOME VISITS REFUSED: 0
HOME VISITS CANCELLED BY PATIENT: 0
HOME VISITS RESCHEDULED: 0
HOME VISITS CANCELLED BY CHR: 0
DUE TO TRANSPORT: 0
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 0 (included in number served & clients served)

TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 64
TOTAL SERVICE HOURS: 17
TOTAL CLIENTS SERVED: 13

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) $137,600.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1316

TOTAL PRC PAID IN MAY: $97,318.63

PHARMACY/OTHER: $30,856.36
DENTAL: $3,317.80

TOTAL PATIENTS: 168 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 313
TOTAL CLAIMS ENTERED: 532

TOTAL PRC PAID 2020: $378,193.49

TOTAL EHAP PAID IN MAY: $40,278.33
TOTAL EHAP PAID 2020: $157,921.51

TOTAL ENROLLED EHAP/LRBOI: 1347

NEW APPLICATIONS MAILED OR GIVEN: 5
REASSESSMENTS MAILED OR GIVEN: 0

MEDICARE LIKE RATE (MLR) Savings for MAY 2020

Claims submitted: 39
$31,999.94 (total submitted)

-$8,453.90 (what we paid)

$23,546.04 (total savings)
PATIENT BENEFIT COORDINATORS: MAY 2020

Assisted with on-line applications: 0
Webinars/Trainings: 0
Phone calls: 0
New Patient Registration: 0
Established Patient Registration: 0
Referrals to Other Departments: 0

**Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties for the clinic patients.**

THERE IS NO INFORMATION FOR MAY 2020

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PHARMACY: MAY 2020

Active patients: 340
Prescriptions filled: 1407

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<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Insurance charges</td>
<td>$129,071.14</td>
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<td>Insurance payments received</td>
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<td>Non-member cash/copays received</td>
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<td>PRC-equivalent write offs:</td>
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<td>LRBOI</td>
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<td>$42,939.82</td>
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</table>
Housing
Tara Bailey
Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to the Ogema
For May 2020

Staff
Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Jim Stuck – Housing Maintenance Technician
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Scott Chamberlin – Housing Maintenance Technician

Department Overview
Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.
Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.
   A. On May 6th, four maintenance staff were brought back in to start accomplishing some housing needs that can be accomplished with social distancing and to get housing up and running
   B. During the month, the Department performed the following activities.
      Lease renewals due during the month: 2
      Leases renewed: 0
      New leases: 0
      Annual Inspections: 0
      Move-out Inspections: 0
      Move outs: 2
      Transfers: 0
   C. Down Payment and Closing Cost assistance grant (HI 100).
      Applications received this month: 2
      Total Number of Awards made during the Year: 4
      Total Amount of Awards for the Year: $20,000

II. Rental Payment Information for the Month.
    A. Notice of Delinquency issued: 0
    B. Termination Notice(s) issued: 0
    C. Notice(s) to Vacate or Renew: 0
    D. Court Filing(s): 0

III. Condition of Properties.
    A. Nothing major has occurred this month regarding our units.

IV. Number of Units and Vacancies.
LRBOI Housing Department has 79 rental units in total of which 73 were rented giving us an occupancy rating of 95%.

A. Aki has 55 income based rental units of which 52 were rented during the month as follows:
   1. Aki has 9 low income elder designated rental units and 8 units are rented.
   2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
   3. Aki has 28 low-income family rental units and 27 are rented.
   4. Aki has 6 low income family ADA rental units and 6 are rented.
   5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.

   B. Aki has 24 Fair Market rentals and 22 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.
   A. Construction of the 2019 2-Fair market homes- final items needed for completion but put on hold due to COVID-19 closures.
   B. Replacement of the 12 Elder’s back decking- 7 Units Remaining to be done

VII. Other Information
   A. Housing Department was closed due to COVID-19 on March 13th. Maintenance staff came back to work on May 6th.

End of Report
Tara Bailey, Housing Director
June 3, 2020

Cc: File
Human Resources
Jeff Simpkins
To: Ogema Romanelli

From: J. Simpkins

Subject: May 2020 HR Department Report

Date: 6/15/20

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) HR 2020 Operational Plan
   a) The 2020 Operational Plan currently includes 51 projects and major tasks. It originally started with 27 on 1/1/20, and 5 were added during May.
   b) May Summary: The theme for May continued through “adapt to change”! HR continued recovering from the technology event and continued to use the new tools to improve department capability. We continued our daily Huddles, weekly one-on-ones and other process work remotely. The team also focused on assisting the organization with reaction to the ongoing COVID-19 event. This included significant research, SOP development and the preparation for three major events, planning for the return to work at the LRBOI facilities, implementation of reduced work schedules and initiation of the UIA Work Share program for those on reduced work schedules. One specific victory of note in was the preparation and communication of these two major events. First, we ensured that leaders had advance copies of all communications and solicited their input, and second ensured that employees received timely information. We also continued daily publication of the employee newsletter, The River Resource to continue the connection between LRBOI and its remote workforce. Thank you to everyone in a supervisory position for your work during this difficult time. HR thanks all its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

2) Talent Acquisition
   a) Talent Acquisition
      i) Number of Hires During the Month: 1
      ii) Number of Hires Year to Date: 8
      iii) Number of Applicants Year to Date: Unavailable due to March 4 data loss.
      iv) Number of Open Positions: 0
      v) Completed the Staff Physician recruiting process. Dr. Loubert started on 5/26.
      vi) LRBOI continued the hiring freeze in May.
      vii) Updated Recruiting Work Priority: Hiring Freeze in effect.
      viii) Turnover continued at 0 in May.
3) Talent Development and Relations

a) Continued leadership development.
   i) Result: HR assisted leaders with employee communication coaching through the TLA event. The Leadership Roundtable was not conducted in May due to the organizations focus on the two emergency situations.

b) HR Department Development Initiatives:
   i) Provided additional HR support to the leadership of various departments.
   ii) Continued daily HR Newsletter publication to help team members stay connected during the closure.
   iii) Developed and drafted the following temporary HR SOP for use during the COVID-19 event:

(1) Temporary COVID-19 Isolation SOP

c) Training and Development hours are unavailable due to the March 4 data loss.
4) Benefits and HR Administration
   a) Continued working to improve the previously identified benefit process issues and concerns.
      i) Actions Taken:
         1) Benefits Work Priority: 1 – Understand Unemployment Benefits in the Michigan COVID-19 Environment, 2 – Assist the Leaders with Temporary Leave Planning and Implementation, 3 – Assist Team Members on TLA with Unemployment and Benefit Issues, 4 – Adjust Internal Benefit Administration with Reduced HR Staff
      b) Continued assisting team members through the unemployment claim process.
      c) Continued processing 401(k) loans with our third-party administrator, KDP.
      d) Leave Notes
         i) Leave Hours continued at record low levels during May, due primarily to the closure and TLA.
5) Safety

   i) Recordable Injuries: 0
   ii) Near Miss/1st Aid: 0
   iii) LRBOI experienced 0 injuries and 0 near-miss incidents in May.
   iv) One team member continues leave due to a work-related injury.
6) Tribal Preference Report

<table>
<thead>
<tr>
<th>LRBOI TRIBAL GOVERNMENT</th>
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<tbody>
<tr>
<td>EMPLOYMENT SUMMARY</td>
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<tr>
<td>INDIAN PREFERENCE IN EMPLOYMENT</td>
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<tr>
<td>ORDINANCE #15-600-02</td>
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<table>
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<tr>
<th>CURRENTLY EMPLOYED</th>
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<td><strong>May 2020</strong></td>
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<td>1</td>
<td>9</td>
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<tr>
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<td>15</td>
<td>11</td>
<td>12</td>
<td>84</td>
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| **Prior Month** |

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<td>14</td>
<td>11</td>
<td>12</td>
<td>84</td>
<td>221</td>
</tr>
</tbody>
</table>

Notes on Tribal Preference:

1. May Tribal Preference Employment was 62.2% of total employment, a slight increase from last month. One tribal preference candidate was hired and there were no losses.

2. Data since January 2019 shows the following:
   a. The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
      i. 2020 Tribal Preference applications are 11.8% of all applications received.
      ii. 2019 Tribal Preference applications were 14.1% of all applications received.
   b. Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
      i. 2020 Tribal Preference hires are 37.5% of all hires (3 out of 8).
      ii. 2019 Tribal Preference hires were 26.7% of all hires (12 out of 45). Great job Hiring Managers!

3. Tribal Development Team: Due to the current closure and hiring freeze, no team activity occurred in April.

7) Workforce Development

i) Prior to the temporary leave, the Workforce Development team continued work on three key projects:
   (1) Support of current WFD programs.
   (2) Development of a WFD Strategic Plan and Annual program objectives.
   (3) Tribal Development Team support.

ii) There was no Workforce Development activity in May.
Information Technology
George LeVasseur
Duties and Accomplishments –

1. IT Department Technicians were recalled on 28 May 2020 to prepare for June 3rd, 2020 staff return to office.

2. Mandatory IT Projects by order of priority:
   a. May 2020
      i. Government remains closed due to pandemic.
      ii. Continue recovery of servers destroyed March 4th
      iii. Support Essential Operations

3. 128 new IT work orders opened in May 2020 and 83 IT work orders completed in May 2020.

Meetings Held / Attended –

1. Held Departmental Staff Meetings (Via ZOOM).
2. Held Planning sessions for 2020 IT Projects (VIA ZOOM)

Trainings Held / Attended –

Special Tasks / Activities Performed –
Set up Live Stream and Zoom and other interactive sessions for various employees and groups.
Maintenance
Rusty Smith
No report submitted
Legal Assistance
Mary Witkop
Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: June 10, 2020
Re: May 2020 report of activities

Number of tribal members assisted on new issues 52
Number of referrals received 6
Number of continuing cases: 29

Types of legal issues:

<table>
<thead>
<tr>
<th>Legal Issue</th>
<th>Legal Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child support</td>
<td>Small Probate Estate</td>
</tr>
<tr>
<td>Probate Estate</td>
<td>Interlock Device Appeal</td>
</tr>
<tr>
<td>Divorce</td>
<td>Real Estate</td>
</tr>
<tr>
<td>Wills</td>
<td>Estate Planning</td>
</tr>
<tr>
<td>Post Divorce Matters</td>
<td>Power of Attorney</td>
</tr>
<tr>
<td>Trusts</td>
<td>Parenting Time</td>
</tr>
<tr>
<td>Discharge from Psych Hospital</td>
<td>Municipal Ordinances</td>
</tr>
<tr>
<td>Custody</td>
<td>Small Claims</td>
</tr>
<tr>
<td>Payment of Debt After Death</td>
<td>Parenting Time and COVID-19</td>
</tr>
<tr>
<td>Land Contract</td>
<td>Personal Protection Order</td>
</tr>
<tr>
<td>Medical Power of Attorney</td>
<td>Name Change and Divorce</td>
</tr>
<tr>
<td>Do Not Resuscitate Order</td>
<td>Trust Distribution</td>
</tr>
<tr>
<td>Codicil</td>
<td>Life Insurance Beneficiary</td>
</tr>
<tr>
<td>Objection to Personal Protection Order</td>
<td>Amend Medical Power of Attorney</td>
</tr>
<tr>
<td>Power of Attorney – Amend</td>
<td>Medicaid</td>
</tr>
<tr>
<td>Objection to Court Order</td>
<td>Annuity</td>
</tr>
<tr>
<td>Medicare</td>
<td>Paternity</td>
</tr>
<tr>
<td>Funeral Representative Designee</td>
<td>Probate Estate</td>
</tr>
<tr>
<td>Estate Planning – Amendments</td>
<td>Unemployment</td>
</tr>
</tbody>
</table>
Video training on Communicating With Different Personality Types

Video training on Business Writing Workshop

Sample of Work Performed:

Assisted a tribal member with real estate on land contract

Assisted a tribal member appoint a funeral representative designee to make funeral arrangements for them upon their death

Assisted a tribal member with an unemployment appeal

Assisted a tribal member probate a decedent’s estate
Members Assistance
Jason Cross (Interim)
No report submitted
Natural Resources
Frank Beaver
The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe’s 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
   • The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
   • Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
   • Obtain relative abundance and population characteristics of fish stocks;
   • Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
   • Participate in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee and
   • Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.

2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
   • Implementation of the Water Quality Monitoring Program;
   • Development of a non-point source monitoring program;
   • Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
   • Recycling
   • Continuing monitoring air quality.

3. Protecting wildlife within our native lands through:
   • Monitoring Tribal harvest of subsistence hunting and trapping.
   • Monitoring and indexing species populations within the 1836 Ceded Territory;
   • Responsible Hunting and Trapping Regulations; and
   • Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.
Monthly, the department prepares newsletter articles, staff reports, participates in Staff, Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

**Administrative Services**
Theresa Davis – Receptionist
- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

**Fisheries Division:**
Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager
Corey Jerome – Fisheries Biologist, Sturgeon
Barry Weldon – Great Lakes Fisheries Biologist
Dana Castle – Aquatic/Fisheries Biologist, Inland
Mike Snyder – Great Lakes Fisheries Technician
Alycia Peterson – Great Lakes Fisheries Technician
Corey Wells - Fisheries Technician, Inland

**Administrative/Budget/Reports/Data Entry:**
- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4223 EPA LAMP grant
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Inland Fisheries Harvest Permitting

**Equipment maintenance/Field Work/Lab Work:**
- N/A

**Meetings/Training/Travel/Conference Calls**
- 2020 Great Lakes Fishing Negotiations
- 2020 Biologist Committee Meetings
- Lake Michigan Technical Committee
<table>
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<tr>
<th>Grant used</th>
<th>Explain activity</th>
<th># of members served</th>
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<tbody>
<tr>
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<td>4018 Great Lakes Fisheries Assessment</td>
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<td>4097 BIA Great Lakes Restoration Initiative, Native Species</td>
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<tr>
<td>4227 BIA Great Lakes Restoration Initiative, Native Species</td>
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</tr>
<tr>
<td>4363 Great Lakes Fishery Trust Grant – Lake Sturgeon</td>
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</tr>
</tbody>
</table>

**Wildlife Program**

Bob Sanders – Wildlife Division Manager  
Angela Kujawa – Wildlife Biologist – off on TLA  
John Grocholski – Wildlife Technician – off on TLA

**Administration/Budget/Reports/Data Entry**

- **Managed Budgets**
  - 4068 BIA Inland Natural Resources  
  - 4031 Wildlife Department Budget  
  - 6050 Restricted Timber Harvest Budget  
  - 4095 Climate Change Protection Budget  
  - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report
- Manage budget and review R&E’s
- Membership assistance – Issued Permits, applications, regulations, to members during office closure.
- Coordination on Deer issues with MDNR, Tribal Counterparts
- Elk and Bear drawing – working with membership and logistical planning
- Answered questions/requests from Tribal membership – through email and phone calls
- Ordered wildlife equipment needed for 2020 surveys and research projects
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- Northern Lower Peninsula camera survey data entry/analysis and 2020 survey logistics
- GVSU collaboration and communication: lots of phone calls and emails figuring out how to conduct fieldwork during COVID-19 pandemic
- Worked American marten detection probability manuscript

**Equipment Maintenance/Field Work/Lab Work**

- Logistical planning for American marten fieldwork; how to adjust due to the pandemic
- Logistical planning for Turtle Fieldwork logistical -how to adjust due to the pandemic
Meetings/Training/Travel/Conference Calls

- GVSU graduate committee conference call – (05/13, 05/26)
- GVSU conference call – (05/06, 05/20)
- GVSU graduate defense committee zoom meeting – (05/15)
- GLRI conference call – (05/18, 05/26)
- Multiple calls with NRD staff – (May)
Environmental Program
Allison Smart - Environmental Division Manager
Tom Shepard – Air Quality Specialist
Breanna Knudsen – Brownfield Specialist
Zach Prause - Aquatic Biologist – Water Quality
Vacant – Aquatic Biologist - Wetlands

EPA Programs under Performance Partnership Grant Funding

GAP Program
Administration/Budget/Reports/Data Entry
- EWS Staff Management
- Communication with USEPA and EGLE on closure
- Reviewed Budgets for environmental programs
- Communicated with USEPA on various environmental issues
- New Staff guidebook
- RTOC Prep
- Position plan for Aquatic Biologist – Wetlands
- Air Monitoring Move Correspondence
- Michigan Class II primacy review
- Enbridge Line 5 permit Review
- PPG Allocation for FY21/22 and started planning for FY21/22
- PPG Grant Budgeting; Prepping for Environmental Team to come back to the office

Meeting/Training/Travel/Conference Call
- Wild Rice Team Meeting 5/4
- RTOC Call – 5/5
- Women’s Mannomin Collective Virtual Meeting 5/6
- Virtual RTOC Caucus Meeting 5/18
- Tribal Water Call 5/19
- RTOC Spring Meeting – COVID19 - 5/19
- 1:1 Call with BIA on GLRI Programs 5/26
- Virtual MTEG 5/27
- NRD Lead Call 5/29

Budgets Managed:
- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI

Brownfield Program
- Submitted draft of 128(a) FY21-22 budget to supervisor
- Created spend-down list for FY20 PPG & submitted to supervisor
- Revised 2020 Field Work plan documents & submitted to supervisor

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls (Include Dates)
- Tribal Caucus call 5/18
- Attended quarterly MTEG online conference 5/27
• Attended EPA CoViD-19 Webinar 5/27
• Attended ABA/SEER CoViD-19 in Indian Country webinar 5/28

**Water Program (106 and 319)**
Administration/Reports/Data Entry
• PPG Work plan
• Spend down plan

Field Work and Equipment Maintenance
• Calibrated Hydrolabs
• May water quality sampling

Meeting/Training/Travel/Conference Calls (Include Dates)
• 5/14- Rising waters in northern Michigan webinar
• 5/18- RTOC Caucus Meeting
• 5/19- Tribal water call
• 5/19- RTOC with EPA
• 5/27- Virtual MTEG

**Air Quality Program (Funded by EPA CAA 103)**
Administration/Reports/Data Entry
• Submitted Department Monthly Report
• Reviewed data from LRBOI Air Monitoring Station
• Reviewed MDEGLE, US and Tribal subscriptions
• Submitted 4th Qtr 2019 Ozone Precision report to MDEGLE’s Amy Robinson – 5/4
• Submitted 1st Qtr 2020 Ozone Precision report to MDEGLE’s Amy Robinson – 5/4
• Submitted 4th Qtr 2019 PM 2.5 Flow Check report to MDEGLE’s Amy Robinson – 5/4
• Submitted 1st Qtr 2020 PM 2.5 Flow Check report to MDEGLE’s Amy Robinson – 5/4

Field Work and Equipment Maintenance
• Completed PM 2.5, 1 in 5 Day Maintenance & QC – 5/11 and 5/26
• Completed PM 2.5, Monthly Maintenance & QC – 5/11 and 5/26
• Installed a new set of PM 2.5 filters – 5/15 and 5/29
• Sent collected PM 2.5 filter samples to MDEGLE – 5/7 and 5/21
• MDEGLE’s Marc Foreman on site to conduct PM 2.5 Audit – 5/7

Meeting/Training/Travel/Conference Calls
• Communicated w/supervisor – 5/4, 5/12, 5/14, and 5/29
• Attended R5 Tribal Caucus Meeting – 5/19
• Attended Virtual Michigan Tribal Environmental Group Meeting – 5/27
• Attended GoToWebinar - EPA Expands Research on SARS-CoV-2 in the Environment – 5/27

**Wetlands (Wild Rice) Program**
Administration//Reports/Data Entry
Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls (Include Dates)
The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe’s 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
   - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
   - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
   - Obtain relative abundance and population characteristics of fish stocks;
   - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
   - Participate in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
   - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.

2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
   - Implementation of the Water Quality Monitoring Program;
   - Development of a non-point source monitoring program;
   - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
   - Recycling
   - Continuing monitoring air quality.

3. Protecting wildlife within our native lands through:
   - Monitoring Tribal harvest of subsistence hunting and trapping.
   - Monitoring and indexing species populations within the 1836 Ceded Territory;
   - Responsible Hunting and Trapping Regulations; and
   - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.
Monthly, the department prepares newsletter articles, staff reports, participates in Staff, Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

**Administrative Services**
Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

**Fisheries Division:**
Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager
Corey Jerome – Fisheries Biologist, Sturgeon
Barry Weldon – Great Lakes Fisheries Biologist
Dana Castle – Aquatic/Fisheries Biologist, Inland
Mike Snyder – Great Lakes Fisheries Technician
Alycia Peterson – Great Lakes Fisheries Technician
Corey Wells - Fisheries Technician, Inland

**Administrative/Budget/Reports/Data Entry:**

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4223 EPA LAMP grant
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

- Staff Management EWS
- Inland Fisheries Harvest Permitting

**Equipment maintenance/Field Work/Lab Work:**

- N/A

**Meetings/Training/Travel/Conference Calls**

- 2020 Great Lakes Fishing Negotiations
- 2020 Biologist Committee Meetings
- Lake Michigan Technical Committee
Grant used | Explain activity | # of members served
---|---|---
1050 Sturgeon Program/ Habitat Restoration Program | | |
4068 BIA Inland Natural Resources | | |
4086-760/4097/4109 BIA GLRI funding | | |
4031 Fisheries and Water Quality Budgets | | |
4018 Great Lakes Fisheries Assessment | | |
4097 BIA Great Lakes Restoration Initiative, Native Species | | |
4137 BIA Great Lakes Restoration Initiative, Native Species | | |
4227 BIA Great Lakes Restoration Initiative, Native Species | | |
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon | | |

**Wildlife Program**

Bob Sanders – Wildlife Division Manager
Angela Kujawa – Wildlife Biologist – off on TLA
John Grocholski – Wildlife Technician – off on TLA

**Administration/Budget/Reports/Data Entry**
- **Managed Budgets**
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations, to members during office closure.
- Coordination on Deer issues with MDNR, Tribal Counterparts
- Elk and Bear drawing – working with membership and logistical planning
- Answered questions/requests from Tribal membership – through email and phone calls
- Ordered wildlife equipment needed for 2020 surveys and research projects
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula
  American marten distribution study – On going
- Northern Lower Peninsula camera survey data entry/analysis and 2020 survey logistics
- GVSU collaboration and communication: lots of phone calls and emails figuring out how to conduct fieldwork during COVID-19 pandemic
- Worked American marten detection probability manuscript

**Equipment Maintenance/Field Work/Lab Work**
- Logistical planning for American marten fieldwork; how to adjust due to the pandemic
- Logistical planning for Turtle Fieldwork logistical -how to adjust due to the pandemic
Meetings/Training/Travel/Conference Calls

- GVSU graduate committee conference call – (05/13, 05/26)
- GVSU conference call – (05/06, 05/20)
- GVSU graduate defense committee zoom meeting – (05/15)
- GLRI conference call – (05/18, 05/26)
- Multiple calls with NRD staff – (May)
Environmental Program
Allison Smart – Environmental Division Manager
Tom Shepard – Air Quality Specialist
Breanna Knudsen – Brownfield Specialist
Zach Prause - Aquatic Biologist – Water Quality
Vacant – Aquatic Biologist - Wetlands

EPA Programs under Performance Partnership Grant Funding
GAP Program
Administration/Budget/Reports/Data Entry
- EWS Staff Management
- Communication with USEPA and EGLE on closure
- Reviewed Budgets for environmental programs
- Communicated with USEPA on various environmental issues
- New Staff guidebook
- RTOC Prep
- Position plan for Aquatic Biologist – Wetlands
- Air Monitoring Move Correspondence
- Michigan Class II primacy review
- Enbridge Line 5 permit Review
- PPG Allocation for FY21/22 and started planning for FY21/22
- PPG Grant Budgeting; Prepping for Environmental Team to come back to the office

Meeting/Training/Travel/Conference Call
- Wild Rice Team Meeting 5/4
- RTOC Call – 5/5
- Women’s Mannomin Collective Virtual Meeting 5/6
- Virtual RTOC Caucus Meeting 5/18
- Tribal Water Call 5/19
- RTOC Spring Meeting – COVID19 - 5/19
- 1:1 Call with BIA on GLRI Programs 5/26
- Virtual MTEG 5/27
- NRD Lead Call 5/29

Budgets Managed:
- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI

Brownfield Program
- Submitted draft of 128(a) FY21-22 budget to supervisor
- Created spend-down list for FY20 PPG & submitted to supervisor
- Revised 2020 Field Work plan documents & submitted to supervisor

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls (Include Dates)
- Tribal Caucus call 5/18
- Attended quarterly MTEG online conference 5/27
- Attended EPA CoViD-19 Webinar 5/27
- Attended ABA/SEER CoViD-19 in Indian Country webinar 5/28

**Water Program (106 and 319)**

Administration/Reports/Data Entry
- PPG Work plan
- Spend down plan

Field Work and Equipment Maintenance
- Calibrated Hydrolabs
- May water quality sampling

Meeting/Training/Travel/Conference Calls (Include Dates)
- 5/14- Rising waters in northern Michigan webinar
- 5/18- RTOC Caucus Meeting
- 5/19- Tribal water call
- 5/19- RTOC with EPA
- 5/27- Virtual MTEG

**Air Quality Program (Funded by EPA CAA 103)**

Administration/Reports/Data Entry
- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted 4th Qtr 2019 Ozone Precision report to MDEGLE’s Amy Robinson – 5/4
- Submitted 1st Qtr 2020 Ozone Precision report to MDEGLE’s Amy Robinson – 5/4
- Submitted 4th Qtr 2019 PM 2.5 Flow Check report to MDEGLE’s Amy Robinson – 5/4
- Submitted 1st Qtr 2020 PM 2.5 Flow Check report to MDEGLE’s Amy Robinson – 5/4

Field Work and Equipment Maintenance
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 5/11 and 5/26
- Completed PM 2.5, Monthly Maintenance & QC – 5/11 and 5/26
- Installed a new set of PM 2.5 filters – 5/15 and 5/29
- Sent collected PM 2.5 filter samples to MDEGLE – 5/7 and 5/21
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Meeting/Training/Travel/Conference Calls
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**Wetlands (Wild Rice) Program**

Administration/Reports/Data Entry
Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls (Include Dates)
Planning
Steve Parsons
BIA ROADS/PLANNING DEPARTMENT REPORT
Steve Parsons
May 2020

Please note that the Tribal Government offices were closed during the Month of May 2020 due to the Covid-19 Pandemic. I was working primarily from home during that time period.

Meetings/Conferences/Trainings

- On May 4, 12, 18, 26 & 28, 2020, I participated in conference calls with LRBOI Tribal Government Directors for status updates and information sharing.
- On May 15 & 26, 2020, I participated in conference calls held by the Chicago Area Office of the US Census Bureau for all Tribal Liaisons in the Chicago-area region. These calls were for general information sharing. They also provided updates and timeline/schedule changes necessitated by the Covid-19 Pandemic.
- On May 8, 2020, I participated in a conference call regarding the potential sale of the “Big Blue” building. Also on the call were: Frank Beaver (NRD Director), Tom St. Dennis (Commerce Department) and Lyle Dorr (Grant Writer).
- On May 12, 2020, I participated in a conference call work session with the Tribal Council regarding the potential sale of the “Big Blue” building.
- On May 27, 2020, I attended (by virtual teleconferencing) the meeting of the Housing North Board of Directors.
- On May 18, 2020, I attended (by virtual teleconferencing) the meeting of the Manistee County Community Foundation Board of Directors Scholarship Committee.
- On May 13, 2020, I participated in a webinar regarding grant writing and data collection sponsored by the Federal Highways Administration.
- On May 20, 2020, I participated in a Tribal Transportation Safety Grant webinar sponsored by the Federal Highways Administration.

Activities/Accomplishments/Updates

- **Gaming Commission Entryway:** Unfortunately, the selected contractor for the Gaming Commission Entryway repair, Constructors Incorporated, was unable to secure a performance bond in a reasonable timeframe. The Construction Task Force made the decision to either rebid the project altogether or offer the repair project to the second-ranked bidder, Grand Traverse Construction. I am in the process of moving in either direction and awaiting a final decision by the Construction Task Force. If we decide to move forward with Grand Traverse Construction, a contract will need to be submitted to Tribal Council for approval and a schedule established to perform the work. With any luck, the project can be completed by late-August/early-September 2020.
- **US Census:** Due to the Covid-19 pandemic, the timeline for the 2020 Census has been adjusted accordingly.
  - The deadline for self-response (online, phone, written questionnaire) to the 2020 Census has been extended until October 31, 2020.
  - Census enumerators (who perform in-person data collection for non-responding households) are not scheduled to commence their work until August 13, 2020.
  - As of June 1, 2020, the response rate of Tribal members living at Aki Maadiziwin was 42.4% (according to US Census statistics) compared to the National rate of 60.8%. There
is no available method to determine the response rate for those Tribal members who live outside of Aki Maaiiziwin.

- **Roundabout at US-31/M-22 Intersection:** On April 22, 2020, Tribal Council approved a Memorandum of Agreement (MOA) with MDOT for the US-31/M-22 Roundabout Project. The MOA has since been executed by the Ogema and forwarded to MDOT for their approval. The MOA was submitted to the MDOT Lansing office for approval and we have yet to receive an executed copy of the document. I continue to remain in contact with the MDOT Traverse City Office regarding the project as they move forward with the engineering, design and planning work on the project.

- **BIA Roads—2020 Projects:** Due to the Covid-19 pandemic, we encountered delays in moving forward with our 2020 BIA Roads projects. Here are the latest updates on our 2020 projects.
  - The plan design for the Government Center Parking Lot repair project is complete and we anticipate work to begin sometime in late June.
  - The Public Safety Parking Lot bid proposal should be sent out for bid by mid-June, with an expected start date for construction sometime in July.
  - We anticipate that the environmental/archeological work for the Cemetery Parcel Road (on the Custer parcel) to be completed by the end of June. We will then need to apply for BIA Rights-of-Way before work can commence on that project. Hopefully, there will be time to complete construction before the end of the 2020 construction season.
  - We have been notified by the BIA that we will receive environmental clearance for the road construction project for the new Food Distribution Building. Once we have written notification of the environmental clearance, we can then submit a request to the BIA for Right-of-Way approval. Road construction will likely coincide with the construction of the new building. We expect both to be completed by the end of the 2020 construction season.
  - We have added a road-maintenance project for 2020 to repair the damage done to the Sugar Shack road due to a washout that occurred sometime in May. We will need to replace an existing culvert that failed structurally, causing the washout. The road has been closed by the Ogema until the necessary repairs can be made.
Public Safety
Robert Medacco
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Tax Office
Valerie Chandler
Name: Valerie Chandler  Month: May 2020

Title: Tax Officer

Department Goals:
- Administer the collection of Tribal taxes on all business activity occurring within Tribal and Trust lands.
- Protect the Tribe from liability for non-compliance with State and Federal tax laws while maximizing tax benefits available for the Tribe and its citizens.

Duties and accomplishments performed this month:
During the month of May, the Tax Department performed the following:

- Certificates of Exemption Issued: 1 (RTM)  2 (Tribe/Entity)
  Type: 0 Vehicles
  0 Recreational vehicle / watercraft
  1 Construction
  0 Mobile / Modular Home
  0 Treaty Fishing
  0 Bereavement / Burial Program
  2 Equipment (through Purchasing)
- Address / Status Changes Reviewed: 38
- Address / Status Changes Processed in RTM database: 5
- Proofs of Residency Processed: 0
- Proof of Residency Letters Mailed: 0
- Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI)  0 (LRCR)
- Motor Fuel Registrations Processed: 2
- Temporary Tribal Business Tax Licenses Issued: 0
  0 (Entertainers)  0 (Vendors)  0 (Qualified Fundraisers)
- Aki Maadiziwin Community Center Reservations Received and Processed: 0
  (4 cancellations due to COVID-19)
- Little River Casino Resort Venue Reports Processed: 0
- Tax Warnings Issued: 0 (Fuel)  0 (Tobacco)  0 (Sales Tax)  0 (Other)
- Tax Assessments Issued: 0 (Fuel)  0 (Tobacco)  0 (Sales Tax)  0 (Other)
- Trading Post Motor Fuel and Tobacco Receipts Processed: 0
- Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 199

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
   - RTM statuses
• Motor fuel registration
• Certificate of Exemption process
• Per cap issues/questions (which were referred to the proper staff)
• Reservations for Aki Maadiziwin Community Center

3. Collected, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.

4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.

5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.

6. Reviewed, recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.

7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.

8. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.

9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.

10. Calculated data, processed, and filed month-end tax reports for February, March, and April, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.

11. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.

12. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for June 2020 and provided it to the Trading Post.

13. Worked with I.T. staff to establish a VPN so that I could work remotely using all of my files and databases. Had to troubleshoot and fix issues on my own due to my personal computer having newer software than the programs I use in the office.

Meetings attended this month:
Tribal Historic Preservation
Jonnie J. Sam
Department - Historic Preservation Department

Department head and title – Jonnie Jay Sam II, Director
April 2020 Department Report

1. Department Overview
   - MISSION: Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
   - GOALS:
     - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
     - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin (Life teachings) and Anishinaabemowin (language) are continued for the Little River Band of Ottawa Indians and other entities.
     - Management and maintenance of Tribal Archives and collections.
   - OBJECTIVES
     - Respond to NHPA, NAGPRA and related requests and issues.
     - Inventory historic properties, items or collections and archives for preservation.
     - Hold events that support and preserve the culture and language of the Tribe.
     - Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
     - Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
     - Seek Grant funding where and when appropriate.
     - Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section
   - Departmental staff completed the following tasks during the report month:

The Director accomplished the following during the month:
1. Responded 43 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe’s information files and maps to determine possible impacts.
2. Attended weekly phone conference meetings of Directors for updates.
3. Participated in Tribal Council meetings via teleconference.
4. Communicated with staff from departments about various items.
6. Participated in conference calls about closure, reopening and staff during Covid-19 emergency.
7. Responded to, read and forwarded over 200 emails and other information from Federal, State and Tribal sources as appropriate.
8. Administered, directed and supervised all departmental activities.
9. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
10. Continued limited work on NAGPRA related files.

The Language Coordinator accomplished the following during this month
1) Develop printed language lessons with visual aids for LRB employees and community.
2) Develop printed language lessons with visual aids for face book show "Endaaying".
3) Now developing zoom lessons with these, getting used to camera angles and lighting.
4) Also developing games with the visual aids.
5) Also I am developing zoom lessons for beginners, Intermediate, advanced, emersion.
6) I am developing zoom lessons for parents with children, grandparents with grandchildren.
7) I am developing zoom lessons about our culture and history.
8) I have put two big projects on the back burner, translating projects as by Historic Preservation.
9) I have to create a new schedule for the "Endaaying" re-run posts.
10) I am still researching about an on line language project (language camp) with other groups.
11) I am still developing power point language lessons starting with LRB buildings.
12) Stay in contact with LRB students.
13) Post "Endaaying" on Facebook.
14) If I was still shooting Videos it would be once a month whenever we can schedule it.
15) I edit the videos on Saturdays.
16) We start to set zoom lesson on Thursdays.
17) I respond to Emails, calls, messages about language, culture, history, CD ROMs, classes.
18).
19) I do my lessons, planning, and organizing in the afternoon.
20) Recycled plastic from Pharmacy.
21) Responded to Emails, notifications, messages about language, camp.

Travel, training and budget expenses
Departmental staff note training and travel in their individual reports, there were no departmental level travel during this report period nor departmental level training.
WWTP
Gary Lewis
Utilities Department
Gary M. Lewis, Utility Director
May 2020, Department Report

I. Department Overview
MISSION STATEMENT
...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.
...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

II. Department reporting section
→ Sampled and submitted routine bacteriological samples to U.S. EPA for
  Total-coli form and e-coli for the water distribution system. Samples were
  absence of presence for total-coli form / e-coli.
→ Alternating working days and times due to COVID 19.
→ 1 staff member returned to work, 1 still on lay off
→ Installed grinder at casino lift station.
→ Flushed water system prior to Casino opening

Billing

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1. Well House Pumping in Gallons
   Total Flow Gallons
   a. 2,286,672
   b. Ave Daily Flow Gallons 73,764

2. Gallons of Treated Wastewater SBR
   Influent Gallons
   a. 1,344,768
   b. Daily Average Gallons 43,380

   Effluent Gallons
   a. 1,523,044
   b. Daily Average Gallons 49,130
   c. Waste Sludge Gallons 32,000

   Lagoon
   a. Influent 158,597
   b. Daily Average Gallons 5,116

3. Septic Sewage
   a. Gallons 157,432

III. Travel and Trainings

What: MTERA Board Meeting
Who: Diane Kerr, Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: Director Phone Conference
Who: Gary Lewis
Sponsored by: Ogema / TERT